



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 1-2010

Department	Planning & Development (DPD)	Number of Positions	<u>1</u>	Wage	<u>\$18.21</u>
Job Title	<u>Planning Commission Intern</u>	Location	<u>Seattle Municipal Tower, 19th floor (700 5th Ave)</u>		
Start Date	<u>Jan. 2010</u>	End Date	<u>TBD</u>	Work Scheduled Between	<u>7:30</u> AM <u>6:00</u> PM
Minimum	<u>15</u> Hours/Week	and Maximum	<u>19</u> Hours/Week	Summer Schedule	<u>40</u> Hours/Week
Special Work Scheduling Requirements	Intern will need to attend some Commission meetings. Some Commission meetings begin at 7:30 AM; others last until 5:30 pm.				

SUMMARY OF WORK TO BE PERFORMED:

This work study intern position will be with the Seattle Planning Commission administrative offices within the City Planning Division of the City of Seattle's Department of Planning and Development (DPD). It is an opportunity for a graduate student to work with the Seattle Planning Commission, an independent body that advises the Mayor, City Council, and City Departments on major planning projects and initiatives. The work study intern will assist the Planning Commission staff with research and analysis on a variety of issues including land use, demographics, zoning, housing and transportation.

DUTIES STATEMENT:

% of time 40	(1)	Research and analysis for Commission-initiated reports and policy projects.
30	(2)	Communicating data findings and Planning Commission policy recommendations in a variety of formats (including written reports, memos, excel charts and graphic displays).
15	(3)	Assisting with coordination for public meetings, planning workshops and other events (including post-event documentation).
15	(4)	General office duties including copying, filing, scheduling and preparing for meetings and miscellaneous errands.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Gain experience and apply knowledge in a professional work environment; refine analytical and organizational skills; learn about the role of urban planning and design in a municipal government; develop work that may be included in the students design/planning portfolio and/or contribute to their degree project.

MINIMUM QUALIFICATIONS: Candidates must be eligible for work study financial assistance and enrolled in a graduate level degree program in public administration/policy, urban planning/design, geography or other field related to planning. Candidates should demonstrate strong skills in the following:

Strong communication skills; Research and analysis, including quantitative analysis; Report writing; Computer skills including proficiency in MS Office, including Excel, PowerPoint, etc.; Organization, leadership and teamwork.

DESIRED QUALIFICATIONS:

Self-motivated and able to work with minimal supervision; Proficiency in GIS, statistical, and desktop publishing software; Experience analyzing demographic, housing, and other planning-related data; Interest in continuing internship past June 2010

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

The work study intern will be supervised by the Planning Commission Director and Demographer.

APPLICATION INSTRUCTIONS:

Send the following:

1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.

Send it to: Andrea Lowe at cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (1-2010), and your e-mail address.

Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.